



Town of Camp Verde, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:

REQUEST FOR QUOTATION

SERVICES SOUGHT:

Professional Engineering Design Services to provide a Streetscape Master Plan for the Finnie Flat Corridor from SR-260 to the tri-intersection of Finnie Flat, Main St. and Montezuma Castle Highway

SOLICITATION INVITATION NO:

15-110

RESPONSE DUE DATE AND TIME:

Wednesday, March 4th, 2015 at 2:00 pm local Arizona time

LOCATION:

**Town of Camp Verde
Public Works Department
395 S. Main Street
Camp Verde, Arizona 86322**

The Town of Camp Verde (Town) is soliciting quotations for professional engineering design services to provide a Streetscape Master Plan for the Finnie Flat Corridor from SR-260 to the tri-intersection of Finnie Flat, Main Street and Montezuma Castel Highway. The desired professional services will follow the Scope of Services enclosed in this Request. Each firm shall submit a not- to- exceed quote for performing the Scope of Services. Compensation shall be in accordance with the Town of Camp Verde Financial Operations Guide. The chosen quotation will be submitted to Camp Verde Town Council for possible award on March 18th, 2015. If approved by Council, Notice of Award will be given on March 19th, 2015.

Proposers are invited to review the information and to submit their Formal Not- to- Exceed Quotations in accordance with the criteria established within this Request for Quotation (RFQ).

Mandatory Pre-Quote Conference: A **mandatory** pre-quote conference will be given by the Town of Camp Verde Public Works Department on Wednesday, February 18, at 10:30 am in the Public Works Conference Room at 395 S. Main Street, Camp Verde, Arizona 86322. This will be a question and answer period for the Request for Quote, *you are encouraged to walk the project segments on your own prior to or after the meeting*. Those planning on submitting a quote **must** attend this mandatory meeting and should make a field visit. Those who do not attend this Pre-Quote Meeting will not be allowed to quote this project.

All questions regarding this RFQ must be received in **writing** by the Town of Camp Verde Public Works Department no later than Monday, March 16th at 10:30 am Arizona Time. The preferred method to transmit questions is through PUBLIC PURCHASE web site or if necessary, shall be e-mailed to Ron Long, PE at ron.longl@campverde.az.gov with a copy to Deborah Ranney at deb.ranney@campverde.az.gov. **Any oral questions or questions submitted after the aforementioned time will remain unanswered.**

Responses to this solicitation must be submitted in a sealed envelope or package and be received and time stamped by the Public Works Department, Town of Camp Verde, 395 S. Main Street, Camp Verde, Arizona 86322, no later than March 4th, 2015 at 2:00 pm Arizona Time at which time they will be opened publicly in the Public Works Conference Room at 395 S. Main Street, Camp Verde, Arizona 86322. Responses shall be clearly identified as RFQ #15-110 "Finnie Flat Street Scape Master Plan" and be clearly marked with the name and address of the Respondent. All responses must be completed in ink or typewritten (corrections must be lined through and initialed, No white out). Late responses or unsigned responses **will not** be accepted or considered under any circumstances. Additional instructions for preparing your responses are provided on the following pages.

TABLE OF CONTENTS

	<u>PAGE</u>
NOTICE OF FORMAL SOLICITATION/INSTRUCTIONS TO RESPONDENTS	1
TABLE OF CONTENTS.....	2
SCOPE OF PROFESSIONAL SERVICES (WORK) REQUESTED	3
SPECIAL TERMS AND CONDITIONS	6
SAMPLE PROFESSIONAL SERVICES AGREEMENT	See Sample Agreement

The Town of Camp Verde reserves the right to reject any or all responses, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until an Agreement is finalized or all responses are rejected.

SCOPE OF PROFESSIONAL SERVICES (WORK) REQUESTED

1. INTRODUCTION

Finnie Flat Road, which is currently classified as a Rural Arterial, was indicated in our recently completed transportation study to eventually become a major business corridor within the Town, connecting multi-modal traffic to businesses and recreation sites.

To prepare for growth the Town intends to hire an engineering consultant to prepare design documents that will serve as the “Finnie Flat Corridor Master Plan” to guide future development of the Finnie Flat Corridor with the goal of encouraging growth while still maintaining the Town’s unique character.

The Master Plan will consider; current and planned land uses, ROW needs, drainage, utilities, accommodations for future traffic conditions, multi-modal traffic issues, promote safety and mobility, complementing the rural character of the community, and continuing the street scape of Main Street through the Finnie Flat Corridor.

2. BACKGROUND:

In 2012 the Town received a Planning Assistance for Rural Areas Grant (PARA) funded by the Federal Highway Administration, administered through the Arizona Department of Transportation. The study was initiated to develop a planning strategy to improve the mobility and safety along the Finnie Flat Corridor; which begins at the intersection with Main Street and Montezuma Castle Highway (the Tri-Intersection) and extends west to the intersection with SR-260. The final PARA report identified the need to develop a Master Plan to improve deficiencies within the Finnie Flat Corridor that hinder economic growth and maintain the Town’s rural atmosphere.

3. SCOPE OF REQUIRED PROFESSIONAL SERVICES:

The design goal for the Finnie Flat Corridor Master Plan is to develop engineered solutions that will; enhance the efficient movement of multi-modal traffic (vehicles, transit, pedestrian, bicycle), promote and improve safety, upgrade the corridor’s infrastructure to accommodate future growth, address drainage issues, and continue the existing street scape on Main Street through the corridor.

Note: The Town has a Transportation Alternative (TA) project that is scheduled to start construction in October 2015. The project will include the installation of curb, gutter, sidewalk, and Pedestrian lighting along the north side of Finnie Flat Road from the Tri-Intersection to the Cliffs parkway Intersection.

The approximate total length of Finnie Flat Road Corridor is 6,680 Lineal Feet (LF) or 1.27 Miles (Mi.), beginning at the Tri-Intersection and extending west to the intersection with SR-260. Even though the project will be contiguous, the scope of work is best described by dividing the corridor into three distinct segments.

A. Segment 1: Finnie Flat Road from the Tri-Intersection to 7th Street

Segment 1 is approximately 1,600 LF or 0.30 Mi. in length and currently exists as a 2-lane paved road with a vertical and horizontal curved alignment that is bounded by private property on the north side and a steep hillside on the south side. Any widening of the road section will need to occur to the south and may require the addition of a retaining wall to support a cut slope. Additional ROW may need to be acquired in order to fit the new street scape. The goal would be to minimize the need for a retaining wall and/or additional ROW and still include the following improvements. (The TA improvements will begin in October 2015 on the north side for the full length of segment 1).

- One 12 Ft. travel lane in both directions (24 Ft.)
- A marked center turn lane (13 Ft.)
- 5.5 Ft. bike lane in both directions (11 Ft.)
- 1.5 Ft. wide vertical curb & gutter on both sides of the road (3 Ft.)
- 6 Ft. wide colored and stamped sidewalk in both directions (12 Ft.)
- 1.5 Ft. wide landscaped area behind the sidewalk for light post on both sides of the road (3 Ft.)
- This segment of street scape will require a minimum ROW width of 66 Ft. some ROW may need to be identified for acquisition
- A retaining wall may be required for this segment. If that is the case, then the design will be limited to location and height dimensions only.
- Pedestrian lighting on both sides, street lighting and crosswalks at the intersection
- Drainage improvements based on the recommendations of the drainage report

Segment 2: Finnie Flat Road from 7th Street to the end of the Bashas' Parking Lot

Segment 2 is approximately 1,400 LF or 0.27 Mi. in length and currently exists as a 2-lane road with a center turn lane and segments of right turn lanes/bays on both sides of the road. There are some sections of existing curb, gutter, and sidewalk on the south side of the road but most of the north side does not have any improvements. There will be a bus bay constructed near the NE corner of the Cliffs Parkway intersection in April 2015 and the TA improvements will begin in October 2015 on the north side ending at the Cliffs Parkway intersection. There have been some recent stormwater improvements and more are included with the TA project. The acquisition of additional ROW may be necessary for this segment.

- One 12 Ft travel lane in both directions (24 Ft.)
- A marked center turn lane (13 Ft.)
- 12 Ft. wide right turn bays/lanes in both directions (24 Ft.)
- 5.5 Ft. wide Bike Lane on both sides (11 Ft.)
- 1.5 Ft. wide vertical curb & gutter on both sides (3 Ft.)
- 6 Ft. wide sidewalk in both directions (12Ft.)
- 1.5 Ft. wide landscape area behind the sidewalk for light posts on both sides (3 Ft.)
- This segment of street scape will require a minimum ROW width of 90 Ft. some ROW may need to be identified for acquisition
- Pedestrian lighting on both sides, a bus bay, and street lighting and cross walks at the intersection
- Drainage improvements based on the recommendations of the drainage report

Segment 3: Finnie Flat Road from the Northwest corner of Finnie Flat and Cliffs Pkwy to SR-260

Segment 3 is approximately 3,680 LF or 0.70 Mi. in length and currently exists mostly as a 2-lane road with a center turn lane, with some right turn lanes/bays on both sides, there is an additional existing right turn lane that begins at SR 260 extending east for approximately 1,600 LF ending at the ADOT/DPS yard. There is very little existing curb, gutter, sidewalk, and Pedestrian lighting. There will be a right turn bay constructed with the Verde Valley Medical Center project. Segment 3 is one of the gateways to our Town and needs to be landscaped & irrigated similar to Main Street.

- 2 – 12 Ft. travel lanes in each direction (48 Ft.)
- Raised median with turn lanes, landscaping & irrigation (15 Ft.)
- 6 Ft. wide sidewalk in both directions (12 Ft.)
- 5.5 Ft. wide bike lane in both directions (11 Ft.)
- 7 Ft. wide landscaped and irrigated buffer area on both sides of the road (14 Ft.)
- This segment of street scape will require a minimum ROW width of 100 Ft. some ROW may need to be identified for acquisition
- New Signalized intersection or round-a-bout located half way between the Cliffs Parkway and SR 260 intersections (this will be a partial design to establish the footprint and ROW needed)
- Pedestrian lighting, bus bay(s), with street lighting and pedestrian crosswalks at the intersections
- Drainage improvements based on the recommendations of the drainage report

B. Deliverables

1. A Comprehensive Drainage Report

Prepared and sealed by an Arizona Registered Professional Engineer per the Yavapai County Drainage Criteria Manual. The Consultant shall submit 2 copies to the Town for review. One copy will be returned to the consultant marked for any corrections. Upon approval the consultant will submit 4 copies of the Final Report to the Town.

2. Soils Report

Prepared and sealed by an Arizona Registered Professional Engineer specializing in soils analysis to determine; the soils bearing capacity, the pavement section design and base courses to be used to support concrete and pavement structures. The Consultant shall submit 2 copies to the Town for review. One copy will be returned to the consultant marked for any corrections. Upon approval the consultant will submit 4 copies of the Final Report to the Town.

3. Engineered Construction Plans

Design a 2-dimensional Street Improvement Plan set for the Finnie Flat Corridor, prepared and sealed by an Arizona Registered Professional Civil Engineer, that includes; accurate topography for the project area including 100-feet beyond the ROW boundaries for Finnie Flat Road, the existing ROW boundaries and any proposed additional ROW that needs to be acquired to fit improvements, existing ROW control monuments and any new monuments required to accurately locate ROW lines in the field, all known utility locations and alignment, any existing and new drainage infrastructure, the current alignment of Finnie Flat Road, cross sections of each street segment's street scape, and all of the improvements that are listed entire project and for each segment.

Plans must be submitted in a clear, neat format that conveys all pertinent information at a scale no less than 1" = 40' horizontal and 1" = 4' vertical. Drawing size shall be 24" X 36".

Meet with Town of Camp Verde Public Works Department staff at key points just prior to submittals for design guidance, recommendations, value engineering, and corrections.

Submittal of plans to the Town of Camp Verde Public Works Department at the appropriate 30%, 60%, 90%, and 100% completion stages for review and correction. Upon final approval 2 complete sets of plans shall be submitted for signatures (one mylar set for the Town and a set for the designer). The consultant will then provide the Town with 6 complete signed sets as the final submittal.

SPECIAL TERMS AND CONDITIONS

1. Notice to Proceed

A formal written Notice to Proceed will be given by the Town to the specific firm that is awarded this project. The Notice to Proceed will be given the date on which permission is given for the firm to commence the work on this project.

2. Completion Time

Work completion or design and plan completion shall be included and part of the proposal and shall be incorporated into the Agreement.

3. Plan Review and Approval

Two (2) ea. plan sets shall be printed full size and submitted to the Town of Camp Verde, Public Works Department for design review and correction at the 30%, 60%, 90%, and 100% completion stages. A design review meeting with Public Works shall be scheduled at each review phase in order to allow for operations design and value engineering to take place with Town staff.

4. Selection of Firm

The Town selection committee will review and rank all proposals. Interviews *may* be conducted as part of the ranking process. Price will not be the sole selection criteria in the procurement services; qualifications will be evaluated and the most qualified firm offering the best overall value will be selected.